Student Employment Manual

Western Carolina University

A manual for supervisors hiring Non Work Study, Work Study, and Graduate Assistant student workers
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Introduction

Please note policies within this manual are subject to change without notice. For the most up-to-date version, please visit https://studentemployment.wcu.edu

Student employment is a valuable part to the student experience at Western Carolina University (WCU). Effective student employment programs help students develop effective communication skills; practice civic engagement; integrate and apply information from a variety of contexts; solve complex problems; and clarify and act on their own purpose and values.

The following manual is a collaborative effort to compile information related to student employment in one handbook. It is designed for supervisors and managers to reference when questions regarding student employment arise including federal, state, and University policies and procedures; supervisor responsibilities; hiring processes; and payroll practices.

Western Carolina University employs students in a variety of ways: hourly Work Study (WS) via Financial Aid, Non Work Study (NWS) including hourly student workers and students on educational stipends via the Center for Career and Professional Development, and Graduate Assistantships through the Graduate School. The similarities and nuances of each are encapsulated in this manual.

We hope you find the information in this manual helpful in moving forward in your student employment programs. If you have additional questions, please reach out to:

- Carrie Hachadurian (for Non Work Study), Student Development Coordinator, Center for Career and Professional Development, 150 Reid Building; cphachadurian@wcu.edu; 828-227-3888
- Mary Alice Sanders (for Work Study), Assistant Director, Financial Aid, Killian Annex; workstudy@wcu.edu; 828-227-7290
- Elizabeth Frazier (for Graduate Assistantships), Student Services Specialist, 110A Cordelia Camp Building; efrazier@wcu.edu; 828-227-3179
Student Worker Definitions

Non Work Study Student Employment

Non Work Study (NWS) student workers are undergraduate or graduate students enrolled in courses at Western Carolina University (see Eligibility for more information), who have been hired by a campus department granting them Non Work Study employment, and who are compensated with non-federal Non Work Study funds. Any work achieved by Non Work Study students primarily benefits the University.

Federal Work Study Student Employment

The Federal Work Study (FWS) program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money while they are in school. Work Study students must qualify for the FWS program and must do the following:

- Complete a FAFSA, indicating a desire to be in the Work Study program by the priority deadline of November 1st
- Once given Work Study, students must then log into MyWCU to accept their Work Study status
- Search for and find a job within two weeks from the start of classes

The federal government provides funds for the FWS program. Students can be awarded up to $2,000 per academic year to work on campus.

Graduate Assistantships

A graduate assistantship is a paid academic appointment made to a graduate student that involves part-time teaching or research employment. At Western Carolina University, the Graduate School is responsible for all graduate assistantship hiring paperwork, employment record keeping and compliance. Contact the Graduate School at x3179 for information about how to hire a graduate assistant.

The three types of graduate assistantships hired at Western Carolina University are: 1) Graduate Teaching Assistants (Instructor of Record) 2) Graduate Research Assistants 3) Graduate Teaching Assistants (not serving as Instructor of Record). Graduate assistant job duties and responsibilities include teaching a course, teaching a lab section of a course, assisting a faculty member teaching courses, research with faculty, or assignments that benefit the students’ professional development. Graduate assistantships are used to recruit excellent students and create meaningful learning experiences.

Graduate assistantships are typically a one academic year appointment (Fall term contract and Spring term contract), but a graduate assistant can be contracted for only one term in an
academic year. Summer term graduate assistantships are contracted separately and the eligibility requirements vary.

During the assistantship contract term, a graduate assistant must obtain permission from the Dean of the Graduate School before accepting additional student employment within Western Carolina University. The graduate assistant should contact the Graduate School for instructions on how to obtain permission from the Dean of the Graduate School before accepting additional student employment.

**Educational Stipend positions**

Educational Stipend recipients are undergraduate or graduate students enrolled at Western Carolina University (see Eligibility for more information) and who meet any of the following criteria:

- Students who provide a more stable infrastructure for a core group of student extracurricular programs and organizations
- Students who hold leadership positions
- Students who provide an additional mechanism for recognizing the valuable contributions student leaders make to co-curricular life
- Students who are participating in student-focused experiences that provide a significant benefit to the student such as student-led and initiated research

The purpose of an Educational Stipend is to support and enhance the overall student educational experience. It is not the purpose of an Educational Stipend to fully compensate students for all their contributions, and stipends are not considered wages. Students receiving stipends are not considered employees of the University for any purpose, including the Fair Labor Standards Act, minimum wage law, or any other law or policy. The relationship between the University and students receiving a stipend is that of school and student and not of employer and employee. Stipends are paid through non-federal Non Work Study funds.

**Eligibility**

**Non Work Study Student Employment**

A Non Work Study student worker must be enrolled for classes for a current or upcoming term according to minimum registered credit hours (See table below). Students will immediately become ineligible to work as Non Work Study workers if they drop below the required number of credit hours. In addition, students must maintain at least a 2.0 GPA to work on campus. First-semester students may work on campus without an established GPA at WCU, but must adhere to the policy after first-semester grades have been calculated. Employing departments may choose to increase the required GPA as necessary. Any exception to the eligibility criteria must be approved by the Associate Provost for Undergraduate Studies.
<table>
<thead>
<tr>
<th>Academic Term</th>
<th>Undergraduate Minimum Registered Hours</th>
<th>Graduate Minimum Registered Hours</th>
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<tbody>
<tr>
<td>Fall</td>
<td>6</td>
<td>5</td>
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<tr>
<td>Spring</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Summer</td>
<td>3, or 0 if enrolled in Fall term at above hours</td>
<td>3, or 0 if enrolled in Fall term at above hours</td>
</tr>
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</table>

**Federal Work Study Student Employment**

Students eligible for Federal Work Study must be awarded through the Financial Aid process and must be making Satisfactory Academic Progress.

Students are not permitted to work in Federal Work Study positions during their scheduled class times. Even though the student will be earning extra money, education remains the primary focus and working when the student is scheduled to be in class is forbidden.

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<td>Spring</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Summer</td>
<td>6, if funding is available</td>
<td>3, if funding is available</td>
</tr>
</tbody>
</table>

**Graduate Assistantships**

To be eligible for a graduate assistantship, a graduate student must be enrolled in **nine (9) graduate credit hours** for the Fall and/or Spring terms. If the graduate assistant is in their graduation term, then the graduate assistant can be enrolled in a minimum of six (6) graduate credit hours. Continuing graduate students must have a minimum graduate cumulative GPA of **a 3.0** to be eligible for an assistantship.

A graduate student with an assistantship cannot accept any other employment, without permission of the Graduate School Dean; however, any graduate student who is not on an assistantship or who does not qualify for an assistantship can be hired as a Non Work Study student worker.
Educational Stipend positions

An Educational Stipend recipient must be enrolled for classes for a current or upcoming term according to the following table. **Students will immediately become ineligible to retain their stipend if they drop below the required number of credit hours.** In addition, students must maintain at least a 2.0 GPA to retain their stipend. First-semester students may receive a stipend without an established GPA at WCU, but must adhere to the policy after first-semester grades have been calculated. Supervising departments may choose to increase the required GPA as necessary. Any exception to the eligibility criteria must be approved by the Associate Provost.

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</tbody>
</table>

Summer Employment

Eligibility

1. **Non Work Study and Educational Stipends:** Students wishing to seek on-campus employment during Summer sessions should meet the following criteria: Be enrolled in at least 3 hours during Summer session OR be enrolled for at least 6 hours (undergraduate) or 5 hours (graduate) for the following Fall semester and have at least a 2.0 GPA.

2. **Federal Work Study:**
In general, Federal Work Study is not offered during Summer sessions. If Federal Work Study were offered for the Summer session, the undergraduate student would have to be enrolled for at least six (6) hours, a graduate student for five (5) hours, and be meeting Satisfactory Academic Progress. They must also have remaining need in their cost of attendance budget for Summer.

3. **Graduate Assistantships:** There are limited graduate assistantships during Summer sessions. The following is a list of possible assistantships through the Graduate School during Summer months:
• Teaching assistants who are the Instructor of Record paid from Summer session instructional funds
• Teaching assistants who are assisting but not the instructor of record or who are working as lab assistants are paid from a Summer session funds However, since the instructor of record’s compensation is based on enrollment, the instructor of record’s compensation must take into account the additional instruction cost for a graduate teaching lab assistant
• Research assistants who are assigned to a faculty member paid from the Graduate School assistantship budget, a grant fund, a departmental budget or another source of funding

Only the following graduate students are eligible for Summer session assistantships:
• Continuing graduate students not enrolled for the Summer term but enrolled for the Spring and Fall terms
• Continuing graduate students enrolled for the Summer term
• New graduate students enrolled for a minimum of three (3) graduate credits in the Summer term (the course start date must be prior to or equal to the employment start date)

Graduate students who graduate at the end of a Spring term and new graduate students admitted for the next Fall term but not registered for the Summer term are not eligible for Summer term assistantships under any circumstances.

Summer Allowable Hours

Non Work Study and Educational Stipends: Students who are not enrolled in Summer session classes but are enrolled in the upcoming Fall semester may work up to 40 hours without prior written permission. Students who are enrolled in Summer session classes may work up to 25 hours. Students who are enrolled for one or both of the Summer sessions but not for the following Fall semester may work until the last day of the Summer School class. Please note students working more than 29.5 hours per week for 12 weeks or more may qualify for the employer-mandated insurance plan in accordance with the Affordable Care Act.

Work Study: If funding is available, students who are enrolled in Summer session classes may work during the duration of their class using Work Study money. (See Eligibility, page). Students may work up to 20 hours per week, as funding is available.

Taxes Withholding on Student Wages
Wages paid to a student worker through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, FICA Social Security, and Medicare
Tax. The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their form W-4 or NC-4. A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 or NC-4 by calling the IRS toll-free number at 1-800-829-1040. A student is not automatically exempt from tax withholding based upon their student status. The number of credit hours/units in which the student is enrolled determines withholding of FICA and Medicare tax from student wages.

**During Summer session:**
An undergraduate student who is enrolled for at least three (3) credit hours each session is exempt from FICA and Medicare tax withholding. Students who work over the Summer but who are NOT enrolled in a Summer session course are subject to FICA taxes.
International Students

Social Security Cards
All international students must apply and be granted a Social Security card before they can begin work. If the student does not have a Social Security card, he/she may apply for one at the Social Security office in Franklin, NC. The office may be reached at (828) 369-2684. International students must bring a letter to the Social Security Administration stating the student has been hired. The employer may provide the student this letter or the student may come by the Student Employment Office to pick one up (NOTE: Students must bring in a hiring form before a letter can be printed). After students receive their Social Security card, they must bring it to the Student Employment Office to complete their hiring paperwork.

Allowable Work Hours
International students, regardless of the type of visa they have, are restricted to working no more than 20 hours per week.

Taxes Withholding on Student Wages
Wages paid to a student worker through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, FICA Social Security, and Medicare tax. The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their form W-4. A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 by calling the IRS toll-free number at 1-800-829-1040. A student is not automatically exempt from tax withholding based upon their student status. The number of credit hours/units in which the student is enrolled determines withholding of FICA and Medicare tax from student wages.

**International students on an F-1 or J-1 visa are exempt from paying FICA Social Security and Medicare taxes until they become residents for tax purposes.***

During Fall/ Spring Sessions:
An international student who is enrolled for at least 6 credit hours each session is exempt from FICA tax withholding.

During Summer session:
An international student who is enrolled for at least six (6) credit hours each session is exempt from FICA tax withholding.

Bank Accounts
International students **must** open an American bank account in order to be paid for their work.
*** It is recommended that international students close any American bank accounts prior to returning to their home country. ***

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**Policies and Procedures**

**Allowable Work Hours (Academic Year)**

**Non Work Study and Educational Stipends:** Non Work Study student workers may work up to a **combined** total of 25 hours per week. Students are responsible for ensuring they maintain University policy, however supervisors should be in communication with their student workers about any other jobs the student(s) may be working. Non Work Study workers may have multiple jobs on campus, as long as the 25-hour rule is abided.

During breaks when classes are not in session, students may work up to 40 hours in a week without special permission. For Summer allowable work hours, see Summer Employment.

**NOTE:** At any time the student averages more than 30 hours per week in their look-back period, the department may be responsible for offering the student the employer mandated high deductible insurance plan. See Affordable Care Act for more information.

**Work Study**

Work Study student workers may work up to 20 hours per week, provided their Work Study allowance is available. Once their Work Study money is depleted, the department must either hire them as Non Work Study workers and compensate them from the department’s budget or terminate students for the remainder of the year. Work Study students may only have one Work Study job, but may also acquire multiple Non Work Study positions, as long as the 25-hour rule is abided.

**Graduate Assistantships:**

Twenty (20) hours per week is the standard for graduate assistantships; however, 10 hour per week assistantships are allowed if the stipend is prorated. Because hours per week affect hourly pay subject to wage and hour laws, the hours per week and stipend amounts must calculate to at least the federal/state minimum wage.

**Overtime**

Should a student work more than 40 hours in a week, the department that hired the student last must pay the student time-and-a-half for any hours worked over their 40-hour limit.
FICA Social and Medicare tax, if applicable, will be charged to the department responsible for the overtime pay.

Concurrent Employment
Students who are granted Work Study may also work a Non Work Study job provided they work a combined total of under 25 hours per week. Students may hold more than one Non Work Study position but may not hold more than one Work Study position.

In some cases, graduate students who are also Graduate Assistants may work an additional Non Work Study job, provided they are granted permission from the Graduate School before they begin work and they work no more than 5 hours per week for the Non Work Study position.

Nepotism
University Policy 57; Employment of Related Persons/Nepotism

Tax Withholding on Student Wages
Wages paid to a student worker through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, FICA Social Security, and Medicare Tax. The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their form W-4 and NC-4. A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 by calling the IRS toll-free number at 1-800-829-1040. A student is not automatically exempt from tax withholding based upon their student status. The number of credit hours/units in which the student is enrolled determines withholding of FICA and Medicare tax from student wages:

During the Regular Semester:
An undergraduate student who is enrolled for at least half time is exempt from FICA and Medicare tax withholding.

During Summer session:
An undergraduate student who is enrolled for at least three (3) credit hours each session is exempt from FICA and Medicare tax withholding.

Graduate assistants registered for at least 3 graduate credit hours in the Summer session are exempt from FICA payroll taxes.
Direct Deposit

Direct deposit is a mandatory condition of employment for all student workers. To enroll, the student worker will need to complete and sign the Direct Deposit Enrollment form and attach either a voided check or other bank form listing the name of the student worker, routing number, and bank account number. The student worker must be listed as an owner on the bank account.

Breaks

Student workers may be provided a 15-minute rest period during a continuous four-hour work segment. Rest periods are scheduled by the supervisor to maintain efficiency of the department. Rest periods, while a privilege and not mandatory, should be preceded and followed by work. Breaks should not be used to cover a student’s tardiness or early departure. Additionally, time designated for breaks should not be cumulative.

Absences

Student workers should notify their supervisor as soon as possible of any scheduled absences. Should an emergency arise, students should contact their supervisor immediately. Students are not paid for hours they did not work.
Hiring and Termination Process

Job Postings

**Non Work Study**
All vacant Non Work Study positions must be posted online to JobCat, even if the department has chosen the student beforehand. A vacant job is any position currently open for students to apply. If a supervisor wants to hire a student he/she employed the semester before, that position is not considered vacant and the supervisor is not required to post the job ad online.

To post a job to JobCat, visit [http://studentemployment.wcu.edu](http://studentemployment.wcu.edu) and click on Post a Job. Fill out the PDF form and email to Carrie Hachadurian, cphachadurian@email.wcu.edu. Job ads must be posted for a minimum of three days. (NOTE: Only vacant jobs must be posted. Employers who are re-hiring the same student who worked the previous semester are not required to post the job on JobCat.)

**Work Study**
All Work Study jobs are posted online to JobCat. Jobs remain in JobCat unless the Financial Aid office is notified that a department no longer wishes to hire Work Study students. If a department wishes to create a new job, they should complete a Job Description Form, which can found at [http://www.wcu.edu/apply/financial-aid/financial-aid-forms/staff-forms.aspx](http://www.wcu.edu/apply/financial-aid/financial-aid-forms/staff-forms.aspx).

Approximately one week before Fall classes begin all Work Study jobs are opened in JobCat and remain open approximately 6 weeks. If a department needs a job opened after that time, they should contact the Financial Aid office. Departments may also contact the Financial Aid Office if they wish to have their job closed early because they have hired the students they need.

All new hire students are sent an email prior to the start of the school semester with information on where to find job postings. New hire students will begin looking for jobs the first week of school. Departments are not allowed to hire a new Work Study student prior to the first day of class.

**Graduate Assistantships**
Graduate Assistantships funded by Graduate School are not posted online. Departments participating in the graduate assistantship program are not required to publically post assistantships positions.

**Educational Stipends**
Students who receive a stipend are not considered employees of the University; therefore, posting opportunities for stipends on JobCat is optional.
Appropriate Hiring Forms

Non Work Study
All student workers, whether new or returning, must turn in a hiring form to the Student Employment Office, 150 Reid Gym. Hourly hiring forms can be found at http://studentemployment.wcu.edu. The student will fill out the top portion and the employer will fill out the middle section. To expedite the process, please fill in all areas of the form, including the department’s organization number and position number and the supervisor’s timesheet (TS) number. Students may not begin work until the supervisor has received the scanned approved hiring form from Carrie Hachadurian or a member of the Center for Career and Professional Development.

For information regarding the new hire packet, please see the section titled New Hire Packet (page 16).

Work Study
Supervisors who are rehiring a student for the next academic year will need to fill out a Federal Work Study Intent to Re-Employ Form. This form is used to reemploy the same student for the next academic calendar, however, employers should note the re-employ form does not guarantee the student will qualify and be awarded Work Study for the next academic year. This form is generated and sent to supervisors in January and must be signed by the supervisor and the student and returned to the Financial Aid Office by March 1 of each Spring. The Financial Aid Office will not accept late forms.

After the Intent to Re-Employ form has been submitted and the student has been awarded Federal Work Study for the following academic year, supervisors and students will receive a Work Approval Notification email from the Financial Aid Office. This email contains the student’s award amount, pay rate, number of hours they can work for the year based on their pay rate, and the day they may begin work. Students may not begin work until the date posted on the Work Approval Notification.

If students need to make changes to their direct deposit information, or their NC-4 or W-4 they should contact the Financial Aid office.

For information regarding new hire paperwork, please see the next section, New Hire Packet (page 16).

Graduate Assistantships
Contact the Graduate School for graduate assistant hiring instructions and the required employment forms. A graduate student cannot begin work at Western Carolina University as a graduate assistant until an approved AA-15 Graduate Assistantship Appointment Contract and
job description submitted by the hiring department is on file with the Graduate School and all required employment paperwork is completed.

The forms required to hire a graduate assistant are the AA-15 *Graduate Assistantship Appointment and Contract*, the graduate assistant job description form and the Confidentiality Agreement.

**AA-15 Graduate Assistantship Appointment and Contract**

**Graduate Assistant Job Description**- If a graduate assistant is hired as an instructor of record Teaching Assistant, an approved AA-21 Certification of Credentials and Qualifications form must be on file with the Provost’s Office.

**Confidentiality Agreement (Attachment A)**- This form is required for compliance by University Policy 95 *Data Network Security and Access Control*.

The Graduate School reviews and approves all AA-15 Graduate Assistantship Appointment Contracts. When an AA-15 to hire a graduate assistant is received by the Graduate School, the Graduate School directly contacts any new graduate assistants regarding the completion of the required student employment paperwork. **A graduate assistant cannot begin work until all required student employment paperwork is finalized by the Graduate School.**

**Educational Stipends**

Educational Stipend forms (Educational Stipend Acceptance Form, Educational Stipend Contract AND a description provided by the department and initialed by the student) must be submitted before the student may begin participating in the stipend program. **Students may not begin work for their stipend until the supervisor has received a scanned approved stipend form.** Educational stipend forms are found online at [https://studentemployment.wcu.edu](https://studentemployment.wcu.edu).

**New Hire Packet**

**Non Work Study and Educational Stipends**

Non Work Study and Educational Stipend students who have not worked on campus before will need to fill out additional paperwork in the Student Employment Office (Non Work Study and Educational Stipends). The following is a break-down of the new student worker hiring packet:

- **Mandatory Direct Deposit Notification**: This document informs student workers of WCU’s mandatory direct deposit program. All student workers must enroll in direct deposit within two weeks their first day of work. Failure to do so will result in termination of employment.
- **Direct Deposit Enrollment Form**: This form must be accompanied by required direct deposit documents
- **Statement of Understanding FERPA**
- **Confidentiality Agreement**
• **W-4/NC-4:** All student workers must complete W-4/ NC-4 for state and federal taxes.

• **I-9:** As required by the federal government, all student workers must complete the I-9 form and present acceptable forms of ID and documentation, as listed on the List of Acceptable Documents, located on page 2 of the hourly hiring form. Please note the Financial Aid Office and Student Employment Office will **NOT** accept scanned or faxed copies of IDs or other documentation. Student workers may not complete the hiring paperwork until they bring appropriate documentation to prove both their identity and their eligibility to work in the United States. Additionally, students may not work until they have completed this requirement.

• **Acknowledgement of ACA Healthcare Options:** This document provides information on the Affordable Care Act and lists toll-free phone numbers should students request more information.

**Work Study**

New hires for the Federal Work Study program received a link to their hiring packet via email prior to the start of the school year. Students will be given instructions on how to make an appointment with the Financial Aid office to complete their hiring paperwork. When students come for their appointment, they must have their completed Hiring Agreement, their required direct deposit information, and the required documents for their I-9 completion. If they do not have these things, they will need to make another appointment. They may not begin work until all hiring paperwork is completed.

The following is a breakdown of the new Work Study student worker hiring packet:

• **Federal Work Study Hiring Agreement:** This document is an agreement highlighting the student's job offer and job details. The student will complete the top portion while the supervisor will complete the bottom section.
  - **NOTE:** The hiring date is the day the supervisor hires the student. The start date is the date the employer wants the student to begin work. However, new hires may not begin work until the date stated on their Work Approval Notification
  - Please fill in all areas, including the organization number, position number, and the supervisor's timesheet (TS) number
  - Work Study and Non Work Study do not have the same position numbers. Work Study position numbers begin with WS. Non Work Study position numbers begin with S.

• **Statement of Understanding FERPA**

• **Federal Work Study Confidentiality Agreement**

• **Mandatory Direct Deposit Notification:** This document informs student workers of WCU’s mandatory direct deposit program.

• **Direct Deposit Enrollment and Change Form:** This form must be accompanied by required direct deposit documents
• **W-4/NC-4**: All student workers must complete W-4/ NC-4 for state and federal taxes.

• **I-9**: As required by the federal government, all student workers must complete the I-9 form and present acceptable forms of ID and documentation, as listed on the List of Acceptable Documents, located in their hiring packet. Please note the Financial Aid Office and Student Employment Office will **NOT** accept scanned or faxed copies of IDs or other documentation. Student workers may not complete the hiring paperwork until they bring appropriate documentation to prove both their identity and their eligibility to work in the United States.

• **Acknowledgement of ACA Healthcare Options**: This document provides information on the Affordable Care Act and lists toll-free phone numbers should students request more information. This information is given to students, even though Work Study students are exempt from the Affordable Care Act.

**Graduate Assistantships**
Graduate Assistants are required to have the following hiring paperwork on file with the Graduate School:

• **Direct Deposit Enrollment Form** – Direct deposit is not optional and is required of all WCU employees.

• **Selective Service Compliance Form**

• **FERPA training** – Graduate Assistants must watch the FERPA Presentation. This is required of all WCU employees. The presentation can be found under the heading “FERPA” on the Training and Development page. **If you have a problem viewing the FERPA training, contact your supervisor or department head.** Your supervisor must provide you access to this presentation.

• **Family Educational Rights and Privacy Act (FERPA) Form** — Two different FERPA forms are required. After watching the training video, complete the FERPA form and the FERPA Training Acknowledgement form.

• **W-4 Tax Form**
  o **NOTE**: International students on an F-1 visa must contact the WCU Payroll Office, 220 HF Robinson Building to complete the W-4 form. Contact the International Programs adviser for instructions about how to obtain a social security number.

• **NC-4 Tax Form**
  o **NOTE**: International students on an F-1 visa must contact the WCU Payroll Office, to complete the W-4 form. Contact your supervisor for instructions about how to obtain a social security number.

• **Electronic I-9 Form** – The I-9 Form requires original acceptable documents.
List of Acceptable Documents

Students who have not worked on campus before must bring proper identification before completing their hiring paperwork. It is very important students understand what is deemed “proper” before submitting their hiring forms. Please see federally issued List of Acceptable Documents in the Appendix of this manual or on page 2 of the Non Work Study as well as Work Study and Graduate Assistant hiring forms.

- Students must bring something from List A OR something from List B AND C.
- Scanned or faxed copies of their documents will NOT be accepted in any office.
- As per the Immigration Reform and Control Act of 1986/1990, students may NOT begin work or participate in a stipend until they have brought proper documentation and have completed their hiring paperwork.

Approver/ Proxy Changes

When an approver or proxy leaves the University or changes positions and will no longer be supervisor their current student workers, the appropriate department must be notified (Financial Aid for Work Study or Student Employment Office for Non Work Study). Changes must take place before the former approver/ proxy leaves so that students will be able to access their timesheets.

Terminations

Non Work Study

The Student Employment Office holds the right to terminate a student for the following reasons:

- The student does not enroll in direct deposit within the required time frame
- The student receives the third strike from not submitting timesheets on time
- The student does not work within three payroll cycles (some exceptions are considered given the nature of the job)
- The student falls below the required 2.0 GPA
- The student withdraws from the University

Both the supervisor and the student worker will be notified via email should termination by the Student Employment Office take place.

Departments may terminate a student worker for any of the following reasons:

- The student shows unsatisfactory conduct or behavioral problems
- The student does not work at the satisfactory job performance level or does not show improvement
- The student decides to leave the job
If at any time during employment the student worker’s job performance or conduct is unsatisfactory or the student has shown job performance or behavioral problems, the student should be advised in writing of the problem. This notice should include the corrective actions needed to be taken and the consequences that will happen should the corrective actions are not met.

Termination forms can be found online at http://studentemployment.wcu.edu, click on the Faculty and Staff button and scroll to Forms. Choose Hourly Change Form.

**Work Study**

The Financial Aid Office holds the right to terminate a student for the following reasons:

- The student withdraws from the University
- The student’s Work Study allocation has been exhausted
- Student fails to maintain Satisfactory Academic Progress (SAP)

Both the supervisor and the student worker will be notified via email should termination by the Financial Aid Office take place. They will also receive a copy of the termination form, which is provided to the WCU Payroll Office.

Departments may terminate a student worker before the end of the academic year for the following reason:

- The student shows unsatisfactory conduct or behavioral problems
- The student does not work at the satisfactory job performance level or does not show improvement
- The student decides to leave the job
- The student graduates in December
- All students are terminated at the end of the Spring semester. **NO FORM IS NECESSARY AT THAT TIME.**

If at any time during employment, the student worker’s job performance or conduct is unsatisfactory or the student has shown job performance or behavioral problems, the student should be advised in writing of the problem. This notice should include the corrective actions needed to be taken and the consequences that will happen should the corrective actions not be met. A copy of this notice will be maintained with the student’s Work Study records in the Financial Aid office.

The Federal Work Study Change form (which is used for terminations by the department) can be found online at http://www.wcu.edu/apply/financial-aid/financial-aid-forms/staff-forms.aspx. This form should be filled out no later than the student’s last day and sent back to the Financial Aid Office.
Graduate Assistantships
A graduate assistant who does not fulfill the terms of their assistantship contract must be separated or terminated on an AA-15 Graduate Assistantship Appointment Contract. The hiring department/unit is responsible for notifying the Graduate School of the termination/separation and submitting the termination/separation AA-15 contract and for the collection of any overpayments made to a separated or terminated graduate assistant.

Educational Stipends
Please see Non Work Study section on terminations. Instead of Hourly Change Form, you will choose Educational Stipend Change Form.

Payroll and Timesheets

Pay Schedule and Electronic Timesheets:
Work Study and Non Work Study student workers are paid every two weeks; educational stipend recipients are paid monthly. Graduate assistants are also paid monthly. Because Graduate assistants are paid stipends, they do not submit timesheets. Biweekly workers are paid using WCU’s timesheet system in myWCU. Students are responsible for ensuring that timesheets are completed accurately and submitted to their supervisor. Student workers should be aware that falsifying the number of hours worked or any other information requested on the timesheet is a federal offense. The supervisor is responsible for approving timesheets via myWCU on time as well. Please see the following subsections on timesheets for more information.

All students must have a bank account with their name on the account and must enroll in direct deposit within two weeks of their start date to avoid termination.

Timesheet Instructions
Timesheets in myWCU may be accessed anywhere there is Internet available. Timesheet instructions for student workers can be found in the appendix; instructions for approving timesheets are also located in the appendix.
Timesheet Deadlines

Student workers must submit timesheets no later than 5 p.m. every other Monday. MyWCU will block students from submitting timesheets past 5 p.m., which includes those who have opened their timesheets but have not submitted before the deadline. (Please see Payroll Schedule below)

Supervisors must approve student timesheets no later than 12 noon every other Tuesday. (Please see Payroll Schedule below)

Late Timesheet Policy

Student workers receive a strike each time they fail to submit their timesheets on time. The first strike will result in a written warning via email to the student. The second strike will result in a written warning to the student, supervisor, and accountable officer for the department. The third strike will result in immediate termination from employment. Students who receive a third strike may be eligible for re-employment with the department the following semester when the strikes will reset.

Supervisors also receive a strike each time they fail to approve student timesheets by their deadline. The first strike will result in a written warning via email to the supervisor. The second strike will result in a written warning to the supervisor and the budget accountable officer. On the third strike, the supervisor will lose his/her approver capabilities and another approver from the department must be named. The three-strike policy for supervisors resets each academic year.

Requesting a Late Timesheet

The following is the process for requesting a late paper timesheet, in the event the student’s timesheet was not submitted:

1. The supervisor will email Jen Cross in the Payroll Office, jencross@email.wcu.edu requesting a paper timesheet.
2. In the email, the supervisor will include the student’s name, student ID, position #, the specific dates, and the number of hours the student worked on each date.
3. Jen will email the supervisor with a PDF attachment of the paper timesheet.
4. The supervisor will print the timesheet where the student will sign it and explain why the timesheet is late. Additionally, the supervisor and the supervisor’s manager will sign.
5. The supervisor will turn the paper timesheet in to the Payroll Office, 220 H.F.R. building.
6. The student will be processed on the next available bi-weekly payroll cycle after Payroll receives the signed paper timesheet. This will cause a delay in the student receiving his/her paycheck.
Pay Rate Increases

There are various avenues available to increase a student’s pay rate. All are subject to the availability of funds within the department or within a student’s Federal Work Study award. The student worker may have his/her pay rate increased by: performance/merit, longevity, or promotion/reclassification. All increases should use the beginning of a pay period as the effective date and submit appropriate forms:

- Pay Rate Petitions (Federal Work Study)
- Hourly Change Form (Non Work Study, located at http://studentemployment.wcu.edu)
- Educational Stipend Change Form (request this form via email to cphachadurian@email.wcu.edu)
- Graduate assistantship are not subject to pay rate increases

Payroll Calendar

The payroll calendar, which shows a schedule of when timesheets are due and when students can expect to be paid can be found online at http://studentemployment.wcu.edu

Name or Address Changes

End of year tax forms (W-2) are mailed by January 31 for the preceding year. The W-2 forms will be sent to the active mailing address that is listed in myWCU. The student will need to make sure the mailing address in myWCU is updated and correct.

If a student’s tax deductions, marital status or name changes, a new form (W-4) will need to be completed. The tax form (W-4) and other payroll forms are located in the Student Employment Office, 205 Killian Annex, or in the Office of Human Resources, 220 H.F.R. Building.
Student Workers and the Affordable Care Act

Work Study
The Federal Work Study program is exempted from the Affordable Care Act and therefore Work Study hours will not be measured. However, Work Study students, as defined by the program, may only work up to 20 hours per week in their Work Study position. In addition to their Work Study position, they may work a Non Work Study job but must also adhere to the new 25-hour total rule. For example, a student may work 10 hours per week in a Work Study job and an additional 15 hours per week in a Non Work Study job for a total of 25 hours per week.

Non Work Study, Graduate Assistants, and Educational Stipend students
The hours for which students in the Non Work Study, Graduate Assistant, and Educational Stipend programs will be measured together throughout the year. Students may work a combined 25-hour week during the school year and up to 40 hours per week during breaks or Summer sessions, provided the student is not enrolled in a Summer School class. If the student averages 29.5 or more hours per week of work after the student’s measurement period ends, the student’s name will be emailed to Human Resources, who will then follow up with the student regarding information on the employer-mandated insurance plan. Students are not required to accept the employer-mandated plan; however, if a student qualifies, the University is obligated to offer the insurance. Students have 30 days to enroll.

If a student decides to enroll in the employer-mandated health insurance plan, the department is liable for its share of the cost for a full year as long as the student remains employed, regardless of how many hours the students for that department after signing on to the insurance plan.
Student Worker Grievance Procedures

Sexual Harassment
In accordance to the University’s Sexual Harassment and Other Unlawful Harassment, available at [http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-53.asp](http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-53.asp), should be handled and reported in the following manner:

- Student complaints about other students: Complaints of this nature should be reported to the Department of Student Community Ethics (114 Scott East; telephone no. 227-7234) or the Office of the Vice Chancellor for Student Affairs (114 Scott East; telephone no. 227-7234) for investigation and resolution. Complaints should be made within 30 calendar days of the alleged harassing action to ensure a prompt, impartial, and complete investigation; however, the University reserves the right to initiate investigations and take action at any time depending on the nature of the alleged harassing action.

- Student Complaints about Employees/ Employers (or agents and contractors of the University): Complaints of this nature should be reported to the Director of Equal Opportunity and Diversity Programs (520 HFR Administration Building; telephone no. 227-7116) for investigation and resolution. Complaints should be made within 30 calendar days of the alleged harassing action to ensure a prompt, impartial, and complete investigation; however, the University reserves the right to initiate investigations and take action at any time depending on the nature of the alleged harassing action. Investigations may be conducted in consultation with the Office of the Vice Chancellor for Student Affairs.
  a. The University shall take appropriate action within no more than 60 calendar days from receipt of written complaint. The University has the right to take appropriate action in fewer than 60 calendar days.
  b. The University shall provide a written response to the complaining student when the University has determined what action, if any, will result from the complainant’s written complaint. In its response, the University shall not disclose confidential information about employees or other students, in accordance with the requirements of applicable state and federal law.

Discrimination
In accordance to the University’s Statement on Non-Discrimination and Equal Opportunity, available at [http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-10.asp](http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-10.asp), should be reported directly to the Office of the Vice Chancellor for Student Affairs. It is the responsibility of the Vice Chancellor for Student Affairs to investigate and resolve student complaints made under this Policy in accordance with University policy and the Code of Student Conduct. Investigations may be
conducted in consultation with the Director of Diversity and Equal Opportunity Programs if the complaint involves a student worker.

Dispute Resolution Policy
Student workers are expected to discuss concerns regarding work conditions and/or work expectations first with their immediate supervisor. The supervisor should respond within 7 workdays. If that conversation does not produce a mutually agreed resolution to the concerns, student workers may then discuss those concerns with the next-level supervisor whose decision on the matter is final and should be delivered within 7 workdays.

General Employment Practices
Interviewing
Interested students should contact departments directly to apply/ schedule an interview for the posted position. Departments should develop selection procedures, which might incorporate the following:

1. **Job Requirements and Description** – Review the job requirements and description with the student to ensure he/she understands the duties and skills required of the vacant position.
2. **Pay Rate** – Discuss the pay rate and the duration of the job (academic year, Fall semester, Spring semester, Summer only, etc)
3. **Interview Questions** – Ask each candidate the same questions. Take notes during or after the interview on responses made by each applicant for better recollection when making the decision. Store all interview notes and applications in a locked drawer for up to six months for retention purposes.

Training
Supervisors have a dual role in not only managing students but also teaching them how to be productive workers. As such, supervisors have the opportunity to have a tremendous impact on students. Many students begin their college career with no prior work experience and need instruction and guidance on how to be effective workers. Successful employment experiences are especially valuable to graduating students who are preparing to enter the workforce. As such, supervisors should consider some type of training program to help students develop healthy work habits, a sense of pride in their work, and confidence in their abilities. Training programs may consist of the following:

4. Present an overview of office/ departmental functions and an organizational structure to new workers. Describe the goals and roles the department has on the campus as a whole and discuss how the student worker’s role fits with the overall campus mission.
5. Introduce new students to co-workers.
6. Describe the student’s specific duties and responsibilities and how they relate to other office activities. If appropriate, the student may observe and/or meet other staff members.
7. Discuss expectations of the student’s work performance, including quality and quantity standards.
8. Assign a work station and explain how assignments will be communicated and where personal items may be stored.
9. Agree on a work schedule and then post the schedule in a convenient place. Explain any departmental policies regarding tardiness or absences.
10. Provide a procedure manual to which the student can refer when needed.
11. Provide a safety briefing as appropriate.
12. Discuss how to fill out and submit timesheets via MyWCU.
13. Discuss when and how performance evaluations will be conducted.

Student Worker Problems
Occasionally, problems may arise between student workers and their supervisors or coworkers. Employment issues should be handled at the departmental level as they arise, not after they accumulate. Employers should consider the following when dealing with a problem associated with student employment:

14. Discuss job responsibilities and both student and employer expectations. Identify where change or improvement is needed.
15. Conduct discussions in a private setting.
16. Be an active listener and attempt to view the problem from the student’s perspective.
17. Be fair and objective. Use a positive approach and remember that a supervisor’s role is to educate or change behavior for the benefit of both the department and the student worker.
18. Establish a specified period of time for needed change or improvement and reassess the situation at that time.
19. If the problem includes the student’s performance and the student improves, a written evaluation noting the improvement can be a big morale booster. If the student fails to improve or is unwilling to change, termination may be the only solution.

Students have the right to request adjustments to any employment-related condition they consider unjust or harmful to their personal welfare. If a student feels their work conditions have violated this right, a grievance must be filed no later than five workdays after the incident. Exempted from the grievance procedure include agreed-upon rates of pay, verbal or written warnings and merit increases. Grievances may be filed in the appropriate office (Financial Aid for Work Study; Student Employment Office for Non Work Study and Educational Stipends; and Graduate School for Graduate Assistantships)
Personal Conduct of Student Workers

All student workers should adhere to University policies as stated in the student handbook, as well as state and federal policies including FERPA, confidentiality agreements, etc. Departments may establish additional rules for its students which are considered necessary for effective operation. Violation of any of these rules should be considered for disciplinary action and may result in termination of employment. An accumulation of minor infractions or a single infraction of a serious nature may result in discharge. Such infractions may include:

20. Absence of work without prior notification or without good cause, or excessive absenteeism/tardiness
21. Malicious destruction or willful neglect of WCU property
22. Theft or attempted theft from WCU, students, visitors, or other workers
23. Use of WCU property as personal property including land, buildings, facilities, equipment, computer software, supplies, telephones, etc.
24. False information on student worker application, timesheets, and other personnel or work-related records
25. Disregard for safety protocols established by WCU, including the obligation to report all accidents and injuries incurred
26. Refusal to carry out assignments and instructions as outlined by the employer, unless such actions constitute an unsafe environment
27. Reporting to work under the influence of alcohol or other controlled substances without a prescription
28. Use of vulgar or threatening language
29. Instigating or engaging in a fight
30. Verbally abusing, physically attacking or obstructing a supervisor
31. Felonious convictions committed by the student worker when not at work which reflect adversely on WCU

Should termination of employment occur, supervisors should keep written record if the incident/incidents for a suggested retention of five years after employment (See GU205 in the UNC General Records Retention and Disposition Schedule). It is suggested the written notice be sent to the student as well.

Student Responsibilities

Student workers are required to comply with the performance standards of the department for which they work. Students who accept a student worker position accept the responsibility of maintaining professional standards and agree to the following:

32. Perform assignments in a responsible manner
33. Adhere and comply with privacy and confidentiality agreement
   a. Student records may not be removed from University office by student workers unless they are requested to do so by their supervisor
b. Student workers who are granted access to student records are held responsible to protect the information and contents while in their possession.
c. Accessing personal records or records of family, friends, or peers is prohibited.
d. Discussing personnel records of family, friends, or peers is prohibited.
e. Making personal use of University equipment or supplies is prohibited, except as granted by the supervisor.
f. Student records are to only be accessed when a work assignment requires the student worker to do so.
g. Student workers are prohibited from working with their own student records.
h. Student workers are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying or distribution of academic, personnel, or payroll records.

34. Follow a predetermined work schedule as agreed upon with the supervisor.
35. Work a combined maximum of 20 hours per week (or 30 hours if granted permission from the Associate Vice Chancellor of that division) except during breaks when classes are not in session, in which case students may work up to 40 hours.
36. Report on their timesheets in MyWCU the correct number of hours worked on the correct days. NOTE: It is a federal offense to falsify any information on a student’s payroll timesheet. Hours reported must be hours worked.
37. Notify supervisors as soon as possible when illness or other circumstances prohibit the student from working.
38. Dress appropriately and conduct themselves in a professional manner.
39. Avoid studying or doing homework during work hours unless given permission to do so by the supervisor.
40. Discuss any work-related problems with the supervisor or report any grievances if the problems cannot be solved on a departmental level.
41. Not start a position until the employment paperwork has been submitted and official approval has been granted to the supervisor.
42. Stop working immediately upon completion of their degree program. The last day of employment is the last day of the term of enrollment for their degree program.

Supervisor Responsibilities
Supervisors have the responsibility of managing and teaching good work habits. The supervisor oversees the work assigned to student workers; ensures student workers comply with all University, state, and federal policies; verifies student timesheets are accurate and submitted by the deadline; monitors student worker earnings; and maintains records for each student worker. Supervisors are also responsible for the following:

43. Ensuring students have obtained approval to work by the Student Employment Office (Non Work Study), Financial Aid Office (Work Study) or Graduate School (Graduate Assistantship) before students begin work.
44. Submitting appropriate hiring forms *prior* to the beginning of the student’s first day of work and process all changes and/or updates to employment statuses

45. Establishing a schedule of work hours that is acceptable to both the student and the supervisor

46. Informing the student of duties and responsibilities of the job

47. Providing the student with the training necessary to do the job

48. Supervising the development of good work habits

49. Approving student timesheets via MyWCU by the deadline. NOTE: It is a federal offense to falsify any information on a student’s payroll timesheet. Hours reported must be hours worked

50. Monitoring student earnings (particularly for Federal Work Study students) to ensure the student does not earn more than his/her award (Federal Work Study) or more than the department’s budget for student employment

51. Ensuring each student works only those hours scheduled and that they remain in compliance with the University's 25-hour rule

52. Promptly notifying the appropriate student employment office when a student has been terminated from employment

53. Not allowing any student to continue work after he/she has finished their degree program

**Performance Evaluations**

Supervisors are encouraged to give student workers periodic performance reviews. This process may be used to identify the student’s strengths and areas of improvement and to reinforce the supervisor’s expectations. Supervisors may create their own evaluation; they may be informal in nature except in the event a student’s performance results in termination. At that time, a written evaluation should be completed by the supervisor for documentation. The retention period for such documentation is three years after employment ends (See GU193 in the UNC General Records Retention and Disposition Schedule).

**Miscellaneous**

**On-the-Job Injuries**

All employees, including student workers, are protected by the North Carolina Workers’ Compensation Act. Workers’ Compensation is available to all employees who suffer an accidental injury or occupational disease arising out of, or during the course of, employment at Western Carolina University.
Full information regarding Workers’ Compensation, including employee and department responsibilities, medical benefits and treatment, and compensation forms, can be found on the Safety and Risk Management website.

Employment Benefits

Student workers are not eligible to receive most employment benefits such as, but not limited to: paid vacation, sick leave, holiday leave, life or medical insurance, unemployment insurance, or retirement benefits.

Motor Vehicle Usage

Positions which require the student to drive must require students to have a valid driver’s license. When recruiting to fill vacancies, requirements of a valid driver's license must clearly be stated on the job posting. In addition to valid licenses, student workers who operate a state vehicle or personal vehicle for WCU business must follow the same procedures as other WCU employees. Please see University Policy 30 – Use of State Owned Vehicle for more information. http://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-30.asp